



**Civil Aviation
Authority of Zimbabwe**

**BOARD OF DIRECTORS CODE OF ETHICS
AND CONDUCT**

Reviewed in November 2020

RECORD OF AMENDMENTS

Amendment	Subject	Adopted/Effective Date
<i>01/2015</i>	<i>Vision</i>	<i>12 February 2015</i>
<i>02/2015</i>	<i>Mission</i>	<i>12 February 2015</i>
<i>03/2015</i>	<i>Core Values</i>	<i>12 February 2015</i>
<i>01/2020</i>	<i>CAAZ Functions (Section 2)</i>	<i>9 November 2020</i>
<i>02/2020</i>	<i>CAAZ Vision (Section 3)</i>	<i>9 November 2020</i>
<i>03/2020</i>	<i>CAAZ Mission Statement (Section 4)</i>	<i>9 November 2020</i>
<i>04/2020</i>	<i>Signature Page (Page 7)</i>	<i>9 November 2020</i>

TABLE OF CONTENTS

1. Background to CAAZ
2. Mandated Functions of CAAZ
3. Vision
4. Mission
5. Core Values
6. Purpose
7. Applicability
8. Code of Ethics
9. Breach
10. Affirmation
11. Amendment
12. Custody



1. BACKGROUND TO CAAZ

The Civil Aviation Authority of Zimbabwe (CAAZ or "the Authority") was established by statute, Civil Aviation Act [Chapter 13:16] as a corporate body on 1st January 1999. The Authority is wholly owned by the Government of Zimbabwe.

2. MANDATED FUNCTIONS OF CAAZ

The functions of the Authority as enshrined in Section 6 of the Civil Aviation Act shall be to:

- a) control and regulate the operation of aircraft in and over Zimbabwe;
- b) provide air navigation services, including air traffic control, in Zimbabwean airspace and in areas outside Zimbabwe for which the Authority, pursuant to international arrangements, is responsible for providing such services;
- c) provide aviation meteorological services in relation to Zimbabwe;
- d) provide aeronautical information services with respect to aerodromes, air traffic control and facilities, meteorological services, hazards to air navigation and such other matters relating to air traffic as may be prescribed or as the Authority may consider appropriate;
- e) ensure the maintenance of safety standards prescribed by or under this Act in relation to personnel aircraft and aerodromes;
- f) provide technical services to the Government or any other person for the design, installation, maintenance and modification of electronic, radio and other equipment in the provision of air navigation and communication services;
- g) investigate the circumstances surrounding all accidents involving aircraft and, where appropriate, to take such measures as are necessary to prevent their recurrence;
- h) exercise the functions conferred upon it in terms of this Act in relation to:-
 - (i) registration of aircraft;
 - (ii) aviation security;
 - (iii) search and rescue services provided in relation to aircraft and aviation;
 - (iv) fire-fighting services provided at aerodromes;
 - (v) training and licensing of persons engaged in the inspection, supervision, repair, overhaul, maintenance, operation and use of aircraft;
 - (vi) design and construction of aircraft; and
 - (vii) licensing of aerodromes.
- i) exercise any other function that may be conferred or imposed on the Authority by or in terms of the Act or any other enactment; and advise Government on all matters of domestic/international civil aviation.

3. VISION

"To be a regional centre of world class aviation services by the year 2030."

4. MISSION

“To provide customer-driven, safe and secure airport, air navigation and regulatory services in a sustainable manner.”

5. CORE VALUES

- a) Continuous learning
- b) Team work
- c) Client focus
- d) Integrity (Hunhu, Ubuntu)

6. PURPOSE

The Board of Directors of the Civil Aviation Authority of Zimbabwe hereby establishes its Code of Ethics and Conduct to provide guidance to its Members regarding ethical and behavioural considerations and or actions as they address their duties and obligations during the period of their appointment.

Compliance with the provisions of this Code will allow the Board to fully implement its Governance mandate; to enhance relationships and foster teamwork among Board Members, management and staff; and to build respect, confidence and credibility with all the stakeholders in the aviation industry.

7. APPLICABILITY

This Code of Ethics and Conduct is applicable to every Board Member of the Civil Aviation Authority of Zimbabwe.

8. CODE OF ETHICS

Each Board Member shall adhere to the following Code of Ethics:

- a) Board Members shall act with integrity and in an ethical and professional manner in their interactions with each other, management, employees, consultants, advisors and the general public.
- b) Board Members shall maintain high ethical and moral character, both professionally and personally, so that their behaviour will reflect positively upon the Board of the Civil Aviation Authority of Zimbabwe.
- c) Board Members shall act with competence and shall strive to maintain and enhance their competence and that of their duties.
- d) Board Members shall use proper care and exercise independent professional judgment in the performance of their duties.
- e) Board Members shall maintain confidentiality about all matters that are considered in closed meetings.

- f) Board Members are required to be familiar and comply with the provisions of the Civil Aviation Act [Chapter 13:16], the Public Entities Corporate Governance Act [Chapter 10:31], the Public Finance Management Act [Chapter 22:19] and the Corporate Governance Framework for State Enterprises.
- g) Board Members will have no private contracts or business dealings with the Civil Aviation Authority of Zimbabwe.
- h) Board Members will recuse themselves and will not participate in the consideration of any matter or attempt to affect the outcome of any issue before the Board, when to do so, will result in conflict of interest.
- i) Board Members will not abuse their authority by using their offices to obtain favourable treatment by the Authority's members of staff or anyone in general.
- j) Board Members shall receive no payments from the Authority, of funds or transactions of the Authority except for appropriate compensation for their services and reimbursement for expenses as provided by law under the Civil Aviation Act [Chapter 13:16].
- k) Board Members shall exercise due diligence to avoid breaches of duty through negligence, intentional action or omission and unauthorised communications with individuals trying to influence by improper means or seeking to receive personal gains through Board decisions.
- l) A Board Member has a responsibility to be independent in judgment and actions and to take all reasonable steps to be satisfied with decisions taken by the Board of Directors.
- m) A Board Member must not make improper use of information they acquire as a Board Member.
- n) Confidential information received by a Board Member in the course of their duties, remains the property of the Civil Aviation Authority and it is inappropriate to reveal it, unless authorized.
- o) Board Members recognise that all Board and Management decisions and actions are to be based on integrity, competence and independent judgment on the merits and benefits are to accrue to the Authority.

9. BREACH

Material Breach of this code of ethics may result in the Board convening a special meeting to deliberate on the appropriate course of action to take to remedy the breach.

10. AFFIRMATION

The Civil Aviation Authority of Zimbabwe Board undertakes and affirms to abide by the provisions of this code.


11. AMENDMENT

This Code of Ethics and Conduct will be amended, if need be, by the Board of Directors, as and when it is necessary to do so.


12. CUSTODY

The Corporate Secretary shall keep custody and oversee the administration of this Code of Ethics and Conduct.

Approved by the Board of Directors on this 9th day of November 2020.



Chairman of the Board of Directors




Vice Chairman



Board Member



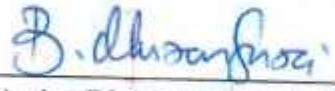
Board Member



Board Member



Board Member



Acting Director General (Ex-officio Member)

MINISTRY OF TRANSPORT AND
INFRASTRUCTURAL DEVELOPMENT
PERMANENT SECRETARY
15 FEB 2022
P.O. BOX CY 595, CAUSEWAY
ZIMBABWE



